FY18 Funding Application Workshop
Facilities Break Out Session

Specific Information about:

Infrastructure Construction
Loan Funding
And
Hardship Subsidy

Welcome!

– Introduce Ecology staff
– General guidance
– Open forum
– Individual project introductions
  • Who you are
  • Who you represent
  • What kind of project(s) you have

Overview / Agenda

• Ecology's loan funding program
• Requirements to apply
  – Project "STEP"
  – SERP and Cross Cutters
  – To apply for Subsidy
• Application overview (EAGL updates)
• Hardship form overview

Loan Program

– Revolving Fund loan program based on federal capitalization
– Some capability to provide subsidy in the case of ratepayer hardship.
– Loan Rates
  • 1.5% for 20 year term
  • 0.7% for 5 year term.
    – Loan term cannot exceed the useful life of the project.

Eligible Projects

– Planning, Design, Construction
  • 20 years growth capacity
  • Change orders and bid overruns
  • Construction administration
  • Related supplies/tools
– Wastewater and Stormwater infrastructure
– CSO, I/I, sewers, lift stations, treatment, conveyance, reclaimed water
– On-site Septic System repair/replacement
– Large Onsite Septic Systems
– Irrigation Efficiency Projects
– Watershed restoration / Wetland protection
– Non point and Estuary protection projects

– Cost effective solutions

Ineligible Projects

– Non clean-water projects (roads, bridges, drinking water, etc.)
– Work on private property
– Industrial and institutional projects
– Water Quantity or Flood Control
– Operation and Maintenance costs.

Coordination with Other Funders

- Many other sources of funding
- Coordinate funding opportunities and requirements
  - USDA-Rural Development
  - Community Development Block Grant
  - Public Works Trust Fund

Timelines

- October 21, 2016 (5:00PM) – Applications must be submitted in EAGL
- February 2017 - Proposed funding list available.
- July 1, 2017 – Money available from legislature. Formal offers sent.
- January 31, 2018 – Financial Assistance Agreements must be signed.
- April 30, 2018 – Project work must be underway.
- July 1, 2022 – Project work must be completed.

- Ways to expedite your project

Questions?

Application Requirements Are Next!

Application Requirements

Vary based on type of project
and project stage

Step 1: Planning

- No prerequisites
- The planning project funded must include complete environmental review (SERP) as part of the scope of work[*]

[*] SERP is required for "Treatment Works" as defined in the Clean Water Act.

Step 2: Design

- At the time of application:
  - Technical approval of planning document by Ecology
  - Complete Environmental Review (SERP)
    - Stormwater: SERP is completed as part of design
    - Wastewater: SERP is required at the time of application
  - Cost Effectiveness Analysis

Step 3: Construction

- At the time of application:
  - Technical approval of planning document and design document by Ecology
  - Complete environmental review (SERP)
  - Cost effectiveness analysis

- Equivalency Projects: Federal Cross Cutter consultation must be complete prior to signing the loan agreement.

- Stormwater: Final design and SERP must be completed prior to signing the loan agreement.

Step 4: Design & Construct

- Total project cost $5M or less
- At the time of application:
  - Technical approval of planning document by Ecology
  - Complete environmental review (SERP)
  - Cost effectiveness analysis

- Design must be completed prior to June 30, 2018.
- Equivalency Projects: Federal Cross Cutting requirements must be complete prior to reimbursing for construction activities.
- Stormwater: Final design and SERP must be completed prior to reimbursing for construction activities.

State Environmental Review Process (SERP)

1. Complete and well documented SEPA process.
   - Keep Ecology involved throughout the process to ensure that Ecology can concur with the SEPA lead agency's determination.
2. Consideration Of Alternatives and Cost Effectiveness Analysis.
3. Opportunity for public input including at least one public meeting.
   - Discussion of project alternatives.
   - Environmental consequences of the project.
   - Financial and rate impacts of the project.
4. Ecology's involvement in the process and concurrence with the final determination.

State Environmental Review Process (SERP)

- Required to apply for design or construction projects
- SERP is separated from the Federal cross cutting requirements
- Ecology can adopt NEPA to satisfy SERP requirements.
- SERP guidance available on Ecology website
- Questions?   Contact your Regional Project Manager

Requirements for funded projects

- Federal Cross Cutter consultation requirements (equivalency)
- Federal Engineering procurement rules (equivalency)
- State public works procurement rules
- Comply with conditions of SERP and Cross cutters
- Applicant must be in compliance with the Growth Management Act (GMA) before finalizing agreement.
- Federal Davis-Bacon wage law
- Federal Disadvantaged Business Enterprise
- Federal Equal Employment Opportunity
- Federal Debarment and Transparency requirements
- Investment Grade Efficiency Audit
- American Iron and Steel requirements
- Financial Sustainability Planning requirements

Questions?

The Application is Next!

Application

The EAGL has landed

Status	Page Name	Note	Created By
Funding Program Guidelines			
📕	SFY 2018 Water Quality Combined Financial Assistance Guidelines		
📕	SFY 2018 Scoring Guidance		
📕	SFY 2018 Contact Information and Resource Guide		
Application Forms			
📄	General Information		
📄	Recipient Contacts		
📄	Location Information		
📄	Scope of Work - Task 1 Project Admin		
📄	Scope of Work - Additional Tasks		
📄	Scope of Work Summary		
📄	Subcategory		
📄	Task Costs and Budget		
📄	Project Information		
📄	Water Body and Water Quality Needs Addressed		
📄	Uploads		

Scored Questions

1:	Scope of Work	(up to 75)
2:	Schedule	(up to 100)
3:	Task Costs and Budget	(up to 135)
4:	Additional Funding Information	(up to 15)
5:	Project Team	(up to 65)
6:	Project Planning and Development	(up to 60)
7:	Water Body and Public Health Improvements (6 parts)	(up to 500)
8:	Hardship	(up to 50)

Total: Up to 1000

General Information Form

Funding Request Form
(15 total points)

Scoring
This form is worth up to **15 total points** as follows.
• **0-15 points**: Applicant has identified adequate matching funds. (Full points if no match is required.)

Guidance
• To receive full points the match plus funding request must equal the project cost.
• Applicants that will accept loan dollars will receive full points.
• Match may exceed the minimum amount required.

Scope of Work (!)

Scope of Work Form (75 points)

Scoring
This form is worth up to **75 total points** as follows.
• **0-75 points**: The scope of work represents a complete and concise description of the project tasks and outcomes, including deliverables.

Guidance
• Scope must demonstrate an understanding of all elements necessary to implement and complete the project.
• Maps, plans, and detailed drawings of proposed BMPs and their locations, and other documents that show the feasibility of the project should be uploaded on the "Uploads" form.
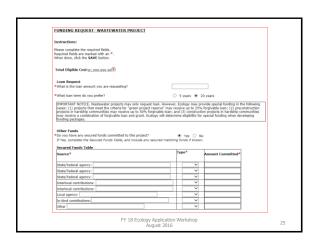• Deliverables should provide evidence that the task has been successfully completed. Examples include: reports, maps, pictures, educational materials, meeting agendas and notes, construction documents, copies of agreements, lists and quantities of BMPs, etc.

Subcategory Form

5

Slide 31

TASK COSTS AND BUDGET

Instructions:

Please fill in the appropriate fields.
Required fields are marked with an *
When done, click the **SAVE** button.

*Describe the process used to estimate the cost of the project.

0 of 3000

*Describe the process used to determine that this project is the lowest cost solution to the problem.
If the proposed project is not the lowest cost, describe the other benefits or considerations such as feasibility, community acceptance, or coordination with other projects that influenced the decision making process.

0 of 3000

*Upload a detailed budget for the project and any supporting documentation, including engineers estimates, cost analysis, etc.

Slide 32

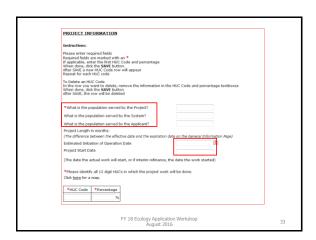# Task Costs/Budget Form (135 points)

Scoring

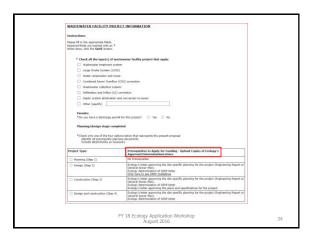This form is worth up to **135 total points** as follows.
• **0-50 points**: The application demonstrates how the applicant arrived at the cost estimate for each task. The process used by the applicant to develop this estimate is based on real-world data.
• **0-85 points**: The cost to complete the scope of work is reasonable when compared to similar projects in the region.

Guidance

• Applicants should "show their work" and describe the general method used for cost estimation. Supporting documentation may be included as a separate upload.
• Applicants should reference any similar projects that they have completed or have been completed in their region and explain why the cost of the proposed project is greater or less than the referenced project.

Slide 33

PROJECT INFORMATION

Instructions:

Please enter required fields
Required fields are marked with an *
If applicable, enter the first HUC Code and percentage
When done, click the **SAVE** button.
After SAVE a new HUC Code row will appear
Repeat for each HUC code

To Delete an HUC Code
In the row you want to delete, remove the information in the HUC Code and percentage textboxes
When done, click the **SAVE** button
After SAVE, the row will be deleted

*What is the population served by the Project?
What is the population served by the System?
What is the population served by the Applicant?

Project Length in months:
(The difference between the effective date and the expiration date on the General Information Page)
Estimated Initiation of Operation Date
Project Start Date

(The date the actual work will start, or if interim refinance, the date the work started)

*Please identify all 12 digit HUCs in which the project work will be done.
Click here for a map.

*HUC Code	*Percentage
	%

Slide 34

WASTEWATER FACILITY PROJECT INFORMATION

Instructions:

Please fill in the appropriate fields.
Required fields are marked with an *
When done, click the **SAVE** button.

* Check all the type(s) of wastewater facility project that apply:
☐ Wastewater treatment system
☐ Large Onsite System (LOSS)
☐ Water reclamation and reuse
☐ Combined Sewer Overflow (CSO) correction
☐ Wastewater collection system
☐ Infiltration and Inflow (I/I) correction
☐ Septic system elimination and conversion to sewer
☐ Other (specify)

Permits:
*Do you have a discharge permit for this project?   ○ Yes   ○ No

Planning/design stage completed

*Check only one of the four options below that represents the present proposal
Identify all prerequisite planning documents
Include attachments as necessary

Project Type:	Prerequisites to Apply for Funding – Upload Copies of Ecology's Approval/Determination Letters
○ Planning (Step 1)	No Prerequisites
○ Design (Step 2)	Ecology's letter approving the site specific planning for the project (Engineering Report or General Sewer Plan). Ecology determination of SERP letter Click here to see SERP Guidelines
○ Construction (Step 3)	Ecology's letter approving the site specific planning for the project (Engineering Report or General Sewer Plan). Ecology determination of SERP letter Ecology's letter approving the plans and specifications for the project.
○ Design and construction (Step 4)	Ecology's letter approving the site specific planning for the project (Engineering Report or General Sewer Plan). Ecology determination of SERP letter

Slide 35

Water Quality and Public Health Improvements (!)

• Name the water body(ies) the project will improve or protect and describe the current regulatory requirements and available planning documents for the water body. Include a description of any NPDES permitting requirements, TMDLs, or local watershed plans.
• Describe how the project area is connected to this water body and how implementation of the project will meet regulatory requirements or support the water quality planning efforts listed above. Reference the specific requirements or recommendations that the project will address and discuss how the project will reduce or prevent the pollutants listed from entering the waterbody. All projects in the Puget Sound Region must include the elements of the Puget Sound Action Agenda that will be supported by the proposed project.
• Describe the measure and method that will be used to determine the water quality benefit and overall success of the project.
• Using the method described above, estimate the water quality and public health benefits that will be achieved through implementing of the project.
• How long will the project provide a water quality benefit after the funding assistance ends? Who will be responsible for maintaining this benefit during it's useful life?
• Will any measures be taken to reduce greenhouse gases as part of the project? What policies or measures has your organization put in place to reduce greenhouse gas emissions apart from this project?
• Upload a map or maps that show an aerial view of the project area, an estimated direction of flow for the project area, potential locations for the proposed facility or activity, and how the project connects to the water body named above.

Slide 36

Water Quality and Public Health Improvements Form (500 points)

Scoring

This form is worth up to **500 total points** as follows.
• **0-135 points**: Project proposes to reduce or prevent pollution in a waterbody that has been identified as a priority by a local, state or federal agency.
• **0-150 points**: The proposed project area is directly connected to the water body identified for improvement and applicant has provided sufficient technical justification to show the proposed project will reduce the pollutants of concern in the water body identified for improvement.
• **0-50 points**: Applicant has identified how each task will be evaluated in order to determine success, noted if the measure is quantitative or qualitative, and defined a goal.
• **0-100 points**: The project will achieve substantial water quality and public health benefits.
• **0-50 points**: Applicant has a plan and commitments in place to fund long-term maintenance and sustain the water quality benefits of this project.
• **0-15 points**: How well does the applicant and the project address greenhouse gas emission reductions in accordance with RCW 70.235.070?

Water Quality and Public Health Improvements Form (500 points)

Guidance
• Responses to the questions on this form must clearly be tied to the tasks, goals, and outcomes delineated in the Scope of Work.
• If the project is required by the state or a federal agency, applicants should provide references or documentation, including permit conditions, Ecology orders, Court orders, or other correspondence.
• Applicants must reference and describe all local or regional water quality planning or regulatory documents that apply to the water body targeted for improvement including local watershed plans, TMDLS, and permits.
• Applicants should provide maps and aerial photos to illustrate how the project area is connected to the water body. Nonpoint projects should include basic topographic information to show direction of overland flow. Projects primarily designed to protect or recharge groundwater should describe the soils in the project area and any known aquifers, wells, or areas of high groundwater.
• The work proposed must be appropriate to address the pollutants generated in the project area and should support the goals outlined in the water quality planning documents.
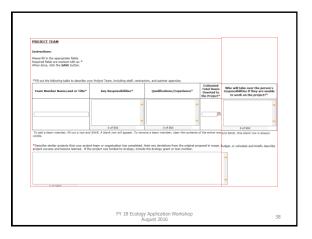• Goals should have clear numeric commitments (e.g., volumes or area treated, quantity installed, people contacted, feet restored, etc.). Goals that do not have a strong connection to improvement in water quality will not receive full points.
• Plans to sustain water quality benefits must include an estimate of project life cycle maintenance costs and identify how those costs will be met.
• Evaluators award full points for the greenhouse gas emission reductions question if both the applicant and the project address the issue. Partial points will be awarded if either the applicant or the project addresses

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Project Team Form (65 total points)

Scoring
This form is worth up to **65 total points** as follows.
• **0-50 points**: Team members' roles and responsibilities are well defined and adequate for the scope of work. Team members' past experience is relevant to the proposed project. Applicant has a plan in place to maintain sufficient staffing levels to complete the project.
• **0-15 points**: The applicant documents successful performance on other funded water quality projects, including Ecology funded projects. Previously constructed projects provided the water quality benefits described in the project application on time and within budget.

Guidance
• Application should demonstrate the applicant's understanding of the skill-set required to successfully complete the project and show that the proposed team has successfully demonstrated those skills. Specific information such as "managed construction of 10 stormwater projects in Washington", will score higher than "10 years' experience as a P.E.".
• If the project team includes staff that will be hired to complete the project, the application should list the skill set they will be seeking to hire.
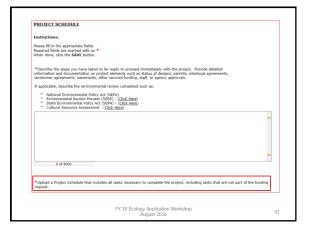

Project Planning and Development Form (60 total points)

Scoring
This form is worth up to **60 total points** as follows.
• **0-40 points**: Applicant used a complete and well-defined set of criteria to determine the value and feasibly of the proposed project and included the useful life and long-term maintenance costs in their evaluation of the project and project alternatives.
• **0-20 points**: Applicant has provided documentation showing that key stakeholders have been identified and will support the project.

Guidance
• Project criteria should include all factors that were considered by the applicant when selecting a project to implement. Criteria should reflect both the feasibility of the project and the water quality value.
• Applicant must discuss how the proposed project and the rejected alternatives met or failed to meet these criteria.

Project Schedule Form
(100 total points)

Scoring
This form is worth up to **100 total points** as follows.
• **0-25 points**: The project schedule includes all tasks including pre-project administrative elements such as permitting, MOUs, landowner agreements, etc., and provides sufficient time to complete all elements.
• **0-75 points**: The applicant is ready to start on the proposed scope of work and can begin drawing down funds.

Guidance
• The schedule should have enough detail to show the reviewer that all tasks have been included. Applicants should consider providing a Gantt chart for complex projects with tasks that will run concurrently.
• The schedule should correlate with the scope of work.
• To receive full points, tasks that must be completed prior to beginning work on the proposed scope but are not part of scope of work, (e.g., design of a road repair project that will be simultaneous with a road stormwater project) must be completed, and the applicant must be ready to draw down funds within 10 months of the publication of the Final Offer List.

Remember Required Uploads

- Engineering Report or General Sewer Plan approval
- Ecology SERP determination letter
- Ecology's plans and specifications approval
- Detailed budget and supporting documentation
- Map(s) of the project area
- Project Schedule

Additional information

- David.Dunn@ecy.wa.gov   360/407-6503

- Ecology funding program site:
  http://www.ecy.wa.gov/programs/wq/funding/funding.html

- FY2017 Funding information:
  http://www.ecy.wa.gov/programs/wq/funding/cycles/2017

- Grant and Loan listserv: http://www.ecy.wa.gov/maillist.html